

Sample Letter to Request Tabling

Insert Date

City of Frisco
Development Services
6101 Frisco Square Blvd., 3rd Floor
Frisco, Texas 75034

RE: Request to Table Zoning or Specific Use Permit Request

Development Services:

As the applicant and/or representative of *(insert the project name)*, City project number *(insert case number -- Zoning Case Z0X-XXXX or Specific Use Permit SUP0X-XXXX)*, I hereby request that this item be tabled by the *(insert Planning & Zoning Commission or City Council)* to their *(insert date)* meeting. The necessary zoning exhibits will be resubmitted to Development Services ten (10) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative

Note: Significant changes to associated plans will require additional review time and will therefore postpone placement on meeting agenda.

Note: Staff will recommend to table item for a minimum of 30 days when significant changes are made to submittal.